



King County

**PROJECT MANAGER IV
DEPARTMENT OF NATURAL RESOURCES & PARKS
PARKS DIVISION**

Annual Salary Range: \$66,613 – \$84,436

Job Announcement: 04PB4678

OPEN: 10/20/04

CLOSE: 10/29/04

WHO MAY APPLY: This position is open to all King County employees and the general public.

WHERE TO APPLY: Required forms and materials **must** be sent to: **Parks Human Resources, PPMIV, Attn: Patty Birkenfeld, P.O. Box 3517, Redmond WA 98073 or fax to 206.205.5434 (we are not responsible for incomplete fax transmissions).** Application materials must be received by 4:30 p.m. on the closing date. (Postmarks are NOT ACCEPTED.) Contact Patty Birkenfeld at 206-296-4273. **PLEASE NOTE:** Applications not received at the location specified above may not be processed.

FORMS AND MATERIALS REQUIRED: A [King County application form](#), resume and letter of interest detailing your background and describing how you meet or exceed the requirements.

WORK LOCATION: This position will report to King Street Center Building, but may be relocated based on organizational requirements.

WORK SCHEDULE: This is a full-time overtime-exempt position.

POSITION DESCRIPTION: This position will incorporate a variety of professional skills to develop and implement new partnerships and programs that directly result in new revenues or operation efficiencies. Identify opportunities (projects, partnerships), examine associated fiscal impacts and legal parameters, develop a scope or business plan, implement the project or partnership and follow to completion. Coordinate with a variety of private and non-profit organizations as well as other public agencies to execute these new projects and programs. This position will also be responsible for developing an approach to advertising and sponsorships, and establish strong ties with the corporate community.

PRIMARY JOB DUTIES INCLUDE:

- Identify types of activities/projects which park facilities could support.
- Develop and implement business, marketing and capital improvement plans to drive revenue.
- Implement processes by which new opportunities/activities/projects will be reviewed, analyzed, acted upon.
- Define strategies related to objectives; qualifying opportunities; understanding competitive strategies and leveraging information
- Manage contract negotiation process and make recommendations to management regarding contract approval and award
- Promote park properties seeking new opportunities to enter into public/private partnerships
- Identify prospective private and public sector partners for developing long term projects

- Manage established relationships
- Develop marketing and promotional pieces; actively pursue advertising and sponsor relationships with the private sector

QUALIFICATIONS/SKILLS/ABILITIES:

- Bachelor's degree with at least 5 years of current work experience on one or more of the following:
 - Project Management, Sales, Marketing or Business Administration
 - Additional combination of education and experience may be considered at the discretion of the hiring authority
 - ***Masters degree is highly desirable***
- Able to work across groups to drive collaboration and consensus
- Strong fiscal analysis and business management ability
- Able to research and interpret legislation and legal opinion
- Excellent presentation and leadership skills
- Strong organizational and project management skills
- Able to think strategically while also being able to listen and negotiate
- Excellent written, verbal and analytical communication skills
- Able to work with all levels of management and across different organizations.
- Able to identify and implement process efficiencies and solutions
- Able to process and present complex volumes of data in logical, understandable formats
- Strong analytical skills as demonstrated by the ability to clearly present business value/cost justification models to senior decision-makers.

NECESSARY SPECIAL REQUIREMENTS: Valid Washington State Driver's License and a Background check prior to employment